

Library of Congress  
**C&L Request for Waiver of Electronic Funds Transfer (EFT) Payment  
 for Individuals\***

LC Originating Office	LC Contact Person Name	Telephone Number (      )	Date
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Mail Completed Form To: Library of Congress  
 Contracts and Logistics Services  
 Attn: Automation Coordinator  
 101 Independence Avenue, SE  
 Washington, DC 20540-9410

OR FAX Form To: (202) 707-8611

**INSTRUCTIONS:** The Debt Collection Improvement Act of 1996 requires that most Federal payments be made by electronic funds transfer. However, as an individual contractor or a sole proprietor, you may request a self-certified, EFT hardship waiver and receive a paper check mailed to your business address. To certify an EFT hardship, please provide the information requested below. Mail or FAX this form to the Library of Congress as soon as possible. Keep a copy of this form for your files and notify the Library of Congress if changes occur. The Library of Congress maintains an Internet site that provides information regarding the status of vendor invoices, invoice payments, and other transactions at: <http://lcweb.loc.gov/fsd>

**CERTIFICATION (Check One)**

- ☐ I certify that I currently do not possess an account with a financial institution or payment agent. I understand that in the future, a low-cost account called an Electronic Transfer Account (ETA) will be established by the Federal government and be available to me at many locations. At that time I will be offered the opportunity to establish an account and receive my payment through electronic funds transfer at one of these ETA locations. In the meantime, send payment by check to the address below.
- ☐ I certify that receiving my payment by electronic means would cause me a hardship because of a physical or mental disability, or because of a geographic, language, or literacy barrier. Send payment by check to the address below.
- ☐ I certify that receiving my payment at a financial institution by electronic means would cause me a financial hardship. Send payment by check to the address below.

Name	Social Security Number	Telephone Number (      )
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Make Check Payable To

Check Mailing Address

Signature	Date
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**FOR LIBRARY OF CONGRESS C&L USE ONLY**

Input By	Date	The COTR and/or Contracts and Logistics Services are responsible for maintaining record file copies of completed waivers which are subject to audit review as appropriate.
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\* Individuals include those who receive Federal benefits, salary, wage, or retirement payments as well as sole proprietors and individuals who receive loan and grant payments. Individuals do not include corporations, partnerships, institutions of higher learning, or States.